



EXAMINATION OPEN TO THE PUBLIC

NATIONAL REGISTER SPECIALIST (HISTORIAN)

ANNUAL \$69,891	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$89,888	GROUP: AR 26	DATE: SEPTEMBER 12, 2012	NO: 121490OCSP

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Department of Economic and Community Development, this class is accountable for independently performing a full range of tasks participating in the implementation of the State's historic preservation program in accordance with the National Register Program of the National Park Service.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY SEPTEMBER 12, 2012:

**GENERAL EXPERIENCE:** A Master's degree in history or closely related field.

**SUBSTITUTIONS ALLOWED:** (1) A bachelor's degree in history or closely related field plus one of the following may be substituted for the General Experience. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; OR (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel. [Note: The National Park Service is the bureau of the Department of Interior to which the Secretary of Interior has responsibility for administering the National Register Program and defines the professional qualification standards in accordance with the Code of Federal Regulations, 36 CFR part 61 and Section 106 of the National Historical Preservation Act.]

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of American history with particular emphasis on history of Connecticut; considerable knowledge of resources and techniques of historical research and documentation; knowledge of basic photographic techniques; considerable oral and written communication skills; interpersonal skills.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination supplemental materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** Section 1. For each job (maximum of three) which you feel has best prepared you for the job of National Register Specialist (Historian), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of National Register Specialist (Historian) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience reviewing historic sites, districts or buildings to assess their potential eligibility for the National Register of Historic Places. Include details regarding the locations of these properties/sites, types of properties/sites and your specific responsibilities. Also include any responsibilities for the legal notification of property owners concerning nominations of properties to the National Register. Describe any experience you have had administering grant programs and your role in administering these programs. Also include any experience you have had reviewing applications for preservation tax incentives. (2) Communication experience. Be specific in describing your experience conducting formal presentations or workshops, including the intended audience and the topics involved. Describe any public relations experience you have had including providing information and/or referral services. Be specific as to types of services provided and to whom they were provided. Describe your experience discussing the preservation of historic property on various boards and commissions, how often you served in this capacity, the role you played, etc. Describe your experience producing publications, which might include articles in regional, national or international professional journals, monographs, books, chapters in edited books or written reports related to the preservation of historic properties, the purpose of those publications and for whom they were prepared. Include your experience using computer systems and programs and for what purpose. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by September 12, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by October 24, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for.

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Center.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.